

**OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612**

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

1. Job title in announcement		2. Grade(s) applying for	3. Announcement number
4. Last Name	First and middle names		5. Date of Birth (mm/dd/yyyy)
6. Mailing address			7. Phone Numbers
City	State	ZIP Code	

**WORK EXPERIENCE**

8. Describe your paid and nonpaid work experience related to the job for which you are applying. Do not attach job descriptions.

Job title

1)

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	Per	Hours per week
Employer's name and address			Supervisor's name and phone number	
Describe your duties and accomplishment				

Job title

2)

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	Per	Hours per week
Employer's name and address			Supervisor's name and phone number	
Describe your duties and accomplishment				

3) Job title

From (mm-dd-yyyy)	To (mm-dd-yyyy)	Salary	Per	Hours per week
Employer's name and address			Supervisor's name and phone number	
Describe your duties and accomplishment				

9. May we contact your current supervisor?

YES

☐

NO

☐

If we need to contact your current supervisor before making an offer, we will contact you first.

## EDUCATION

10. College and universities attended. Do **not** attach a copy of your transcript unless requested.

Name	From (Year)	To (Year)	Major
City			
Name	From (Year)	To (Year)	Major
City			
Name	From (Year)	To (Year)	Major
City			

## LANGUAGE

11. Languages (name and indicate the extent of your competence)

	Excellent	Good	Fair

## OTHER QUALIFICATIONS

12. **Job-related** training courses (give title and year). **Job-related** skills (other languages, computer software/hardware, tools, machinery, typing speed, etc.) **Job-related** certificates and licenses (current only). **Job-related** honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking and performance awards).

**Additional sheet**

13. Have you ever applied for any position in the U.S. Office Pristina?

YES

☐

NO

☐

If yes, describe.

**GENERAL**

14. Are you a U. S. citizen?

YES

☐

NO

☐

Give the country of your

\_\_\_\_\_

15. I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. **I understand** that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be Punishable by fine or imprisonment. **I understand** that any information I give may be investigated.

SIGNATURE \_\_\_\_\_

DATE SIGNED (mm-dd-yyyy)

\_\_\_\_\_